

Contractor
HUMAN RESOURCES SPECIALIST, GS-0201-12/13 Equivalent
Mission Support Section
Division of Civilian Response Operations
Office of the Coordinator for Reconstruction and Stabilization (S/CRS)
US Department of State

Introduction:

This position is located in the Mission Support Section, Division of Civilian Response Operations (CRO), Office of the Coordinator for Reconstruction and Stabilization (S/CRS), Department of State (DOS). The incumbent provides a variety of human resources management services including management advisory functions in the areas of position classification, recruitment and placement, and organizational design; serves as the technical expert and addresses and makes substantive recommendations to resolve the most complex and sensitive case actions. This position is under the general direction of the Mission Support Director.

Major Duties and Responsibilities:

- Uses guidelines and precedents that are very general regarding policy statements and objectives.
- Uses judgments, initiative, and resourcefulness in deviating from established methods.
- Modifies, adapts, and/or refines broader guidelines to resolve specific complex and/or intricate issues and problems.
- Treats specific issues or problems.
- Researches trends and patterns, and develops new methods, criteria, and/or policies and practices.
- Maintains liaison with the Department's central human resources and financial systems on matters relating to staffing, position classification, pay, benefits, and technical processing of personnel actions and related items.
- When applicable, serves as liaison to the Foreign Service (FS) staffing organization (HR/CDA), monitoring assignment and transfer dates and other issues related to FS employment. Initiates requests for personnel actions for Civil Service employees, ensuring accurate preparation and accomplishment of purpose; ensures active follow-up through the entire process for various types of assignments/appointments.
- Processes FS personnel actions that affect awards, benefits, or corrections.
- Researches, defines, and documents the best practices regarding external recruitment techniques in both the Federal and private sectors; assesses their applicability to the office's short and long-term strategic goals; adopts and implements practices where allowed; and makes recommendations to senior management on policy and regulatory revisions where needed.

- Provides expert advice on major organizational planning issues, such as the expected impact of reorganizations and/or other mass changes or situations involving a broad perspective on complex, interrelated actions. Interprets complex data on related issues, such as position management, position classification, workforce planning and analysis, staffing, placement, and pay.
- Defines and forecasts long and short-range staffing requirements and develops recruitment strategies to fill positions. Participates in management meetings to discuss organizational changes, turnover, and changes in skills requirements, position allocations/authorizations, and other issues impacting the recruitment program.
- Provides managers with definitive interpretations of the Department's classification, compensation, and position management procedures, practices, policies, and guidelines when the issues involved are new, highly controversial, precedent setting, and/or involve more than one area of human resources policy.
- Reviews classification activities and provides advice on complex and multi-faceted issues. Issues guidance to clarify issues, resolve conflicting guidance and/or to alleviate other potential or existing problems, such as those pertaining to competitive levels.
- Serves as the technical expert on classification, compensation, and position management program, policy, or practices.

Key Qualifications

- Expert knowledge of Federal personnel laws, regulations, policies and practices which impact the personnel system.
- Comprehensive knowledge of and skill in applying a wide range of Civil Service and Foreign Service human resources concepts, strategies, laws, Executive Orders, regulations, policies, programs and practices related to applicable human resources functional areas (staffing and recruitment, position classification, position management and workforce analysis, and employee benefits). Ability to provide authoritative management advisory services which includes researching, analyzing and evaluating the issues, determining applicable precedents, recommending innovative methods and strategies to resolve complex integrated human resources problems, and identifying the most effective approach.
- Ability to apply knowledge of the principles, concepts, theories, methodology, and practices of personnel management.
- Ability to independently identify and analyze problems, use sound reasoning to arrive at conclusions, and identify alternative solutions to complex problems.
- Skill and ability to work with team members to achieve specific tasks, produce work products and services and meet program and production goals.
- Skill in written communication sufficient to draft a variety of reports, letter, memoranda, position evaluation statements, and other correspondence on a full range of sensitive management issues.
- Skill in oral communication sufficient to meet and deal with managers, directors and employees at all levels in situations of a highly sensitive nature.

- Ability to prepare and present important policy, program materials, recommendations and documentations.

Supervisory Controls

The incumbent is supervised by the Director of Mission Support. Incumbent and supervisor jointly develop a mutually acceptable work plan which encompasses identification of the work to be accomplished, scope, and deadlines for completion. Within the plan parameters, the incumbent independently plans and organizes the assignment, coordinates and interacts with appropriate personnel, and conducts all phases of the assignment. Incumbent keeps supervisor informed of potentially controversial issues or problems having potentially widespread impact. Completed work is reviewed by the supervisor for compatibility with the Division of Civilian Response Operations goals, guidelines, and effectiveness in achieving intended objectives.

Work Conditions

Work is primarily sedentary, performed in a typical office setting.

Special Requirements

The position requires the ability to obtain a secret level security clearance.

Period of Performance

The Human Resources Specialist will serve at S/CRS/CRO through September 30, 2009. The period of performance may be extended.

How to Apply

Please e-mail your resume and cover letter to Tom Bell (bellta@pro-telligent.com) with "S/CRS CRO HUMAN RESOURCES SPECIALIST" in the subject line. Finalists will be contacted.